

13. BASIC FUNCTION OF POSITION:

Position analyzes and processes for payment a variety of complex vouchers, such as: BPAs, Utilities, Cell phone, Phones, etc. This position will prepare all documentation related with RUC request for Mission Employees. Also, serves as backup for the IVA liaison position who is responsible for the complete process of VAT/IVA refund.

14. MAJOR DUTIES AND RESPONSIBILITIES:**Vouchering (80%)**

Responsible for the processing of complex vouchers, such as BPAs, Utilities, Cell phone, Phones. Based on knowledge of regulations, and experience, processes difficult and complex vouchers, ensuring that supporting documentation and approval required for voucher payments meets regulations. Must ensure the approval process is followed for all vouchers prepared, by analyzing the proper review of bills submitted to the Embassy for payment. This review includes:

- (a) Ascertaining that the voucher is adequately supported by appropriate authorizations, documentation, and certifications;
- (b) Determining improper or duplicate payment; and
- (c) Determining that disbursements pursuant to the voucher are in accordance with laws and regulations.

Examines a variety of invoices and payment vouchers, prepares and/or audits vouchers, prepares justification for disallowances as appropriate, processes payments, and coordinates with necessary administration personnel, other agency personnel, and vendors as appropriate. Position should apply judgment in order to approve or disapprove expenses. Prepares written justification for any major disallowance and relays information to the GSO office in Quito and Guayaquil, as well as the agency administrative officer. Although final responsibility for certifying a voucher for payment rests with the Certifying Officer, the voucher examiner's review must be of a quality and depth to provide ample protection to the Certifying Officer. After ensuring conformance of applicable authorizations and regulations of vouchers and other payment requests, position inputs accounting transaction into the RFMS accounting system and generates schedule of payments for signature of the Certifying Officer.

Must maintain appropriate working files and spreadsheets to facilitate payment processing. For invoices over \$ 300.00, incumbent will inform Filling clerk in order to provide a copy to the person in charge to claim of IVA refund.

Position processes check cancellations upon receipt of proper notification and justifications.

Position has basic responsibility for verifying that the activities included in payment requests were performed as authorized, that supporting documentation is correct and adequate, and that charges are made against the correct appropriation and object code.

ADMINISTRATIVE SUPPORT (10%)

- Administers office supplies requisitions.
- Maintains the office Supplies inventory.
- Maintains FMO's statistics for standards compliance.
- Files work orders for necessary repairs on any office equipment or furnishings.
- Mails official documents from the FMO office.
- Picks up mail from the mailroom and deliver in the FMO office.
- Picks up mail from pouch room and distribute among the FMO office.

Others (10%)

Incumbent serves as backup to other voucher examiners when required, and is the primary back-up to the IVA/VAT liaison and to the Filing clerk position. Other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- A. Education:** University studies or college degree, equivalent to A.A. in Finance, Business Administration, Accounting or related fields is required.
- B. Prior Work Experience:** Two years of experience in voucher examining, bookkeeping, or related fiscal clerical work is required. One year as voucher examiner with the U.S. Government.
- C. Post Entry Training:** Completion of correspondence Voucher Examiner course during the first year. Through self study, the incumbent will further develop the necessary knowledge of regulations and procedures to perform the full range of duties required by this position.
- D. Language Proficiency:** Level III of English (written and spoken) and level III of Spanish (written and spoken) is required.
- E. Job knowledge:** must be familiar with the Standardized Regulations, 3, 4, 6 FAM and FAH's. Must have a thorough understanding of accounting principles and procedures as they relate to the payment process, as well, as the ability to interpret and apply the various usg regulations and procedures. Must be familiar with computers, microsoft programs (Word, Excel, internet explorer), intranet navigation. Must be knowledgeable in local legislation on invoicing and VAT payment and reporting.
- F. Skills and Abilities:** Ability to comprehend and logically and properly apply to the voucher examination processes the various and detailed technical program

regulations, terms and conditions is required. Must be teamwork oriented, have good interpersonal skills and demonstrate good customer service when dealing with internal customers. Must be able to work under pressure. Must possess standard typing skills, and have the ability to work accurately with numbers.

16. POSITION ELEMENTS:

- A. Supervision Received:** Although work is usually accomplished independently, position is directly supervised by the Supervisor Voucher Examiner/Certifying Officer, N52-238.
- B. Supervision Exercised:** None.
- C. Available Guidelines:** Voucher Examiner Course, Accounting Course, Appropriation Law, Standardized Regulations, 3, 4, 5 and 6 FAM, Federal Travel Regulations, Joint Travel Regulations, Financial Management instructions as supplied by the Department, SPFMS, Travel Manager, Per-diem Rates, various GAO guidelines and the OMB Circular A-122 etc. USG Intra and inter net web pages, Local Tax Law.
- D. Exercise of Judgment:** Must exercise poise and tact in dealing with U.S., LES employees, vendors and contractors. A significant degree of judgment is exercised by the incumbent in interpreting numerous regulations and agreement provisions when processing payments. Judgment is also required when establishing work priorities.
- E. Authority to Make Commitments:** None.
- F. Nature, Level and Purpose of Contacts:** Position will maintain daily contact with LES co-workers for instructions, procedures, regulations, etc. Frequent contact with ADH and with people at all levels regarding their claims and disallowances. This will include mission personnel, contractors, and suppliers to give information on disbursement matters. Will maintain frequent contact with ADH, regarding status of RUC and IVA claims. On a quarterly basis will contact SRI, MFA, Central Bank and Finance Ministry representatives regarding IVA reimbursement.
- G. Time Expected to Reach Full Performance Level:** One year.